

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. You may repeat these steps to attach additional documents up to a total of 2 MB. Click on the "Header" tab to return to the invoice.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices are to be created, choose "Return". This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://www.acquisition.navy.mil/navyaos/content/view/full/99>

DISA Ogden Help Desk

1-866-618-5988

cscassig@ogden.disa.mil



W A W F Quick Reference

Creating a Stand Alone Invoice



Creating a Stand Alone Invoice

Getting Started

1. Go to the WAWF Production Site at <https://wawf.eb.mil>
2. Click on "Logon" and type your user ID and Password and click "Submit".
3. Click the "Vendor" link on the left side of the screen.
4. Click on the sub-link for "Create New Document".
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

7. Enter the Pay DoDAAC, and click "Continue".
8. Click on the radio button for "Invoice" and indicate inspection/acceptance points or check the "Template" box to create the invoice from a previous invoice. Click "Continue".

Note: For the "Template" function, please verify the information that is pre-populated.

Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:
 - Issue DoDAAC (may default)
 - Admin DoDAAC (may default)
 - Inspector DoDAAC (if required)
 - Acceptor DoDAAC
 - LPO DoDAAC (if required) and click Continue"

Note: Routing Codes are in the contract, if not, contact the Navy WAWF Assistance Line.

Pre-Population

10. To populate the Invoice Line Item Tab with information directly from the contract, click the "Populate CLINs" button below the Routing Information.

Header Tab

11. Type invoice number and invoice date (YYYY/MM/DD).

Note: If the Pay DoDAAC is DFAS Columbus, the shipment number will format is SER#### (e.g., SER0001)

If Using Pre-Population

12. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to verify that all information is correct or to fill any empty required fields.
13. If all information is correct, and all required fields are completed, click the "Save CLIN/SLIN" button at the bottom of the screen.

If Line Item Tab NOT Pre-Populated

12. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a line item.
13. Type the item number (e.g. 0001 or 0001AA).
14. Type the "stock part number", and select the part type from the "Type" drop down menu.
15. For the "quantity shipped", type in the total number of items shipped.
15. Type "EA" for each, "LO" for Lots, or "S1" for semesters in the Unit field. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.
16. Type the unit price.
17. Complete the description for the CLIN/SLIN. Be as descriptive as possible.

Note: Do not complete the "Long Line of Accounting" information (SDN and ACRN). The Government certifier is responsible for completing these fields during the invoice

certification process.

19. You may fill out the Milstrip Number and Milstrip Quantity if required by clicking on the "Milstrip" tab at the top of the page.
20. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: To enter a charge for transportation (I260), submit the amount as CLIN: 9999, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

Discounts Tab (Optional)

21. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.

Comments Tab (Optional)

22. Click the "Comments" tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

23. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

Submitting the Invoice

24. Click the "Header" tab to return to the data capture screen.
25. Click "Create Document" and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the invoice.
26. When everything is correct, click "Submit". You will receive an email notification.